



Human Resources Department

p: 503-526-2200 f: 503-526-2572

**BRANCH SUPERVISOR
BEAVERTON CITY LIBRARY AT MURRAY SCHOLLS**

SALARY RANGE: \$4,598 - \$6,162 per month

CLOSING DATE: March 15, 2016

Beaverton City Library is proud to provide excellent and innovative services to the residents of Beaverton as well as those of greater Washington County as a member of the Washington County Cooperative Library Services.

Opened in 2010 and expanded in 2015, Beaverton's Murray Scholls location is a very busy branch library that emphasizes programs, collections and services to children and their families.

The ideal candidate is an enthusiastic, flexible, and self-motivated individual who demonstrates:

- Abundant energy, creative problem solving, and an outstanding ability to prioritize and organize a variety of daily tasks.
- A drive to create a high functioning team through strong interpersonal skills, a collaborative leadership style, and an ability to develop staff to be their best.
- Skill in dealing with daily operations of the library facility as the main point of contact for the property management company.
- Excellent customer service skills with the ability to deal diplomatically, consistently, and respectfully with all library patrons.
- Excellent listening skills in addition to strong verbal and written communication skills.
- The ability to instill confidence in staff, foster relationships and interact well with multiple work groups and diverse individuals.
- A strong belief in fulfilling the city of Beaverton vision and goals.

ABOUT THE JOB:

The Branch Supervisor, under the direction of the Circulation Division Librarian/Manager and in coordination with the Youth Services Division Librarian/Manager, oversees the operations of the branch library. This position directly



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oversees nine part-time branch aides, and works closely with the branch lead worker. Evening and weekend work is required.

ESSENTIAL FUNCTIONS OF THE JOB:

- Supervise staff to ensure excellent customer service is provided to the patrons, volunteers and internal customers of the library;
- Provide day-to-day leadership at Murray Scholls Branch Library;
- Schedule, assign and review work and set performance standards to ensure the smooth daily operations of the branch;
- Conduct performance planning, dialogue and development discussions with direct reports;
- Apply county and local policy to resolve complex patron issues;
- Coordinate maintenance of the facility to provide a safe, attractive library for patrons.

TO QUALIFY:

Requires a Masters' degree in Library Science from an ALA-accredited library school plus three years' experience in a supervisory or lead role in provision of direct customer service. Library experience is preferred.

Supplemental Questions:

1. Why did you apply for this position and how has your experience prepared you for it?
2. Describe a time when you were part of a team going through change. What was the situation, what was your role, and how do you feel your input affected the outcome?

HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs



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indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.

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